

# The Wellness Exchange



A Publication of  
**BUSINESS HEALTH SERVICES<sup>SM</sup>**  
*Solutions for a Healthier Workplace<sup>SM</sup>*

For more information call 1-800-765-3277 or visit [www.bhsonline.com](http://www.bhsonline.com)



## How's Your Balancing Act?



### Practical Tips for Maintaining Balance

#### Prioritize

Determine what tasks you need to accomplish, and then rank them according to importance. Consider your own needs, as well as those of loved ones.

#### Establish Realistic Goals

Be flexible and realistic in planning your schedule. Focus on things you know you can accomplish. At the same time, learn to expect the unexpected.

#### Be Efficient

Develop ways to work smarter at home and at work, and encourage others in your household to save time as well. Combining or consolidating tasks may be more effective than trying to squeeze as many tasks as possible into the least amount of time.

#### Think Positively

Look on the bright side and try to have a sense of humor. While everyone feels sad or frustrated sometimes, laughing can help ease difficult situations.

Today, more and more, people are struggling with demanding schedules that can make their personal and professional lives more stressful and overwhelming than ever before. Many of us are struggling to balance full-time jobs with full-time responsibilities at home, and these often competing demands of work and family are not easy. If your laundry basket is as full as your "in" basket, then you are not alone. In the struggle to meet the demands of an increasingly complex world we all need to develop strategies for maintaining balance in our lives.

There is no single formula for attaining a balanced life. The key is to develop creative solutions as you approach the challenges of balancing the responsibilities and joys of your multiple roles. The result will be achieving a satisfying, fulfilling and well-balanced life both personally and professionally.

### Reminders for Everyday Success

**Work and Family Balance is a Conscious Decision.** Work and family don't "balance" automatically. Understanding that balance is an ongoing process can reduce frustration and help you gain control.

**Write Down Family Goals.** Family needs change over time and opportunities don't last forever. Decide what is important and write them down. Assign a date and make these goals "absolutely-will-happens."

**Stick to Your Values.** Sometimes it can be tough to make a choice between a family and a work activity. Knowing where you stand on your values can make tough choices easier.

**Recognize that Imbalance is Sometimes Inevitable.** It is important to recognize that jobs and responsibilities are important and that they sometimes take priority.

**Manage Distractions and Procrastination.** Working long hours causes stress that sometimes finds relief naturally through workplace distractions and procrastination. If you are at the office for 12 hours, do you really work only 10? If you are searching for more family time, it might be found here.

**Organize Your Work Better.** Improving your delegation and time-management skills can buy you time needed for family life. Learning how to put work down, say "no," and let go of workplace worries are skills that are learned through practice.

**Finding a balance between work and family does not come easy. If you need assistance, we are here to help. Licensed clinicians are available to speak with you 24 hours a day, 7 days a week. Call today!**

### 10 Bright Ideas for a Happier Morning

- 1. Start going to bed earlier** - it will be easier to rise at an early time.
- 2. Place all items you need for school or work in one place** - keeping items together will help avoid the morning rush to find misplaced items.
- 3. Choose clothing for the next day** - morning dressing becomes stress free.
- 4. Pull yourself from your pillow at least 1 1/2 hours before you need to leave the house** - a few extra minutes can help prevent a frantic morning and forgotten tasks.
- 5. Rise first and dress before waking others** - time alone in the morning can be just what is needed.
- 6. Have children make their own lunch** - it can save time and gets them involved.
- 7. Encourage spouses to share in morning tasks** - everyone can share the responsibilities.
- 8. Take time for breakfast** - eating a light, healthy breakfast can give you the extra energy needed to get through the morning.
- 9. Set your clocks ahead** - It may be psychological, but having your clocks and watches set ahead may keep you on schedule.
- 10. Reward yourself** - sometime during the day, treat yourself to something you would not normally do: a leisurely bath, lunch with friends, or a new novel.



# Healthy Aging Month

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September is Healthy Aging Month. The United States population is rapidly aging. By 2030, the number of Americans aged 65 and older will more than double to 71 million older Americans. An enhanced focus on promoting and preserving the health of older adults is essential if we are to effectively address the health challenges of an aging society.

## Physical Activity

Inactivity often increases with age. Surveys show that by age 75, one in three men and one in two women are not physically active. Physical activity can help older adults prolong their independence, improve their quality of life, and can help prevent or delay certain disabilities and diseases. Regular exercise can even improve management of some diseases and disabilities in older people who already have them.

If you are at high risk for any chronic disease such as heart disease or diabetes, or if you smoke or are obese, you should check with your doctor before increasing physical activity.

## Nutrition

The food and physical activity choices you make every day affect your health—how you feel today, tomorrow, and in the future. Eating right and being physically active are keys to a healthy lifestyle. With

## Screening Tests

Screening tests can catch conditions or diseases in their early stages, when they are more easily treated, and substantially reduce the impact of illnesses such as heart disease, hypertension, cancer, or diabetes. In addition, the results may help identify potential risk factors for disease that can be managed with simple lifestyle changes. A recent report from the Institute for Clinical Systems Improvement (ICSI) recommended that adults age 65 and older obtain preventive services every one to two years. If you would like to schedule such an appointment, please contact a health care provider. Your local Area Agency on Aging may have information on local health care providers.

To locate the AAA in your area contact the Eldercare Locator at 1-800-677-1116

Please note that the information contained herein should not be used for diagnosis or treatment of any medical condition, and is provided for your information only.

## Four Areas of Physical Exercise

- ~Endurance activities such as walking, swimming, or riding a bike build “staying power” and improve the health of the heart and circulatory system
- ~Strengthening exercises build muscle tissue and reduce age-related muscle loss
- ~Stretching exercises keep the body limber and flexible
- ~Balance exercises reduce the chances of a fall

healthy habits, you may reduce your risk of many chronic diseases such as heart disease, diabetes, osteoporosis, and certain cancers, and increase your chances for a longer life.

## Make a healthy eating plan.

The best way to give your body the balanced nutrition it needs is by eating a variety of nutrient-packed foods every day. Just be sure to stay within your daily calorie needs.

A healthy eating plan is one that:

- ~ Emphasizes fruits, vegetables, whole grains, and fat-free or low-fat milk and milk products
- ~ Includes lean meats, poultry, fish, beans, eggs, and nuts
- ~ Is low in saturated fats, trans fats, cholesterol, sodium, and added sugars

## Financial Wellness

Managing your money is important as you get older and there are new financial management issues to consider. Planning for your financial future includes making difficult decisions about your finances and care. People with the best chance of achieving and maintaining quality of life in their older years must anticipate these needs and plan for their retirement years.

Consider the following as you plan for the future:

- ~ Distribution of your estate
- ~ Preparation of a will
- ~ Source of income
- ~ Health insurance options
- ~ Long-term care

## Mental Health & Wellness

Mental health is a reflection of our psychological well-being and our ability to contribute to functions of daily living regardless of our physical health or disability.

Although some cognitive functions decline as a normal course of aging, loss of mental functioning can be diagnosed and treated by professionals. We encourage everyone, regardless of age, to live life to the fullest.

## Be Your Best: Mind, Body and Spirit

- ~ Engage in activities that challenge you mentally. Just as with your body, keeping your mind as sharp as it can be also requires preventive care and talking with your doctor.
- ~ Do things that enrich your life and the lives of those around you, such as being a volunteer in the community, participating in community or religious groups and making time for yourself and your family.



## Take a Loved One for a Checkup

Help a family member or friend take charge of their health. Regular health care, including preventive care, can enhance and extend the lives of those you love. That's why **September 19th** is Take a Loved One for a Checkup Day. It's your chance to encourage those you love to visit a health professional. Certain health problems can be prevented and others can be treated. Please help those you love do something good for their health on September 19th.